



## **INSTRUCTIONS FOR USING THE NATIONAL AED REGISTRY**

Welcome to the National AED Registry.

The National AED Registry is a free service made available to you by Atrus Inc., creators of the AED Link™ system.

Where available at your local 9-1-1 center, AED Link rapidly links Sudden Cardiac Arrest victims, AEDs, and trained AED responders in the event of a Sudden Cardiac Arrest. When this system is activated in your community, you have the opportunity to voluntarily respond with this potentially lifesaving device by becoming a volunteer citizen responder. This is totally optional. A list of communities participating in AED Link is in Appendix B at the end of these instructions.

The National AED Registry is a robust repository for the AED Program data that is entered when you register. The Registry has no banner ads, does not spam or otherwise use this information.

One of the most important functions of the National AED Registry are the monthly email reminders sent to Site Managers/AED Coordinators and Inspectors to inspect, maintain and service the AEDs in their Program to ensure they are “operationally ready”. By that we mean the battery is installed and working, the electrode pads are installed, and equally important that the AED is in the same location as previously reported in the Registry.

Additionally, prior to the expiration dates for the battery and/or the electrode pads, Site Managers/AED Coordinators and Inspectors will begin receiving email reminders of the upcoming expiration dates. These notices will become more frequent as the date nears and, if the accessories have not been replaced, continue until they are replaced.

That’s a brief overview of the benefits available once you have registered in the National AED Registry.



Let's begin!

Start by opening a browser window to Contra Costa EMS. Press CTRL and click on the following link (<http://cchealth.org/ems/aed.php>) to open or reverse click your mouse to open the Hyperlink). The use of Google Chrome or Mozilla Firefox is recommended.

On the bottom right hand side click on the hyperlink "[Notify the EMS Agency about your AED.](#)"

The screenshot shows the website for Contra Costa Health Services. The page title is "AED / Public Access Defibrillation (PAD)". The main content area includes a thank you message, a list of statistics, and a "Did you know that:" section. There are also sections for "Latest News", "yourhealth Video", and "Do you have a new AED?". A sidebar on the left contains navigation links for EMS, Public Education, and other services. A search bar is located at the top right.

CONTRA COSTA HEALTH SERVICES

Home Topics Services Health Coverage Affordable Care Act

Search CCHS: [Search]

Home » EMS » Public Education » AED / Public Access Defibrillation (PAD)

## AED / Public Access Defibrillation (PAD)

Thank you for your interest in placing an AED (Automated External Defibrillator). Early Defibrillation has been proven to improve survival from out-of-hospital sudden cardiac arrest.

*You can make a difference!*

Did you know that:

- More than 350,000 Americans die each year from Sudden Cardiac Arrest
- Sudden Cardiac Arrest is a major public health problem and leading cause of death in the United States
- The most common cause of Sudden Cardiac Arrest is ventricular fibrillation - when the heart's electrical impulses become irregular and the heart is unable to pump oxygen-rich blood through the body
- Currently, a person who suffers Sudden Cardiac Arrest in the US, outside of a hospital, has just better than a 6% chance of survival
- Once a victim has suffered a cardiac arrest, every minute that passes before returning the heart to a normal rhythm decreases the chance of survival by 10%
- Communities that have implemented

**Latest News**

Press Release: [Health Department Urges Registration of AEDs to Improve Survival of Cardiac Arrest](#) - Feb 4, 2013

• [Podcast](#)

**yourhealth Video**

October 2, 2013

[yourhealth: AEDs Save Cardiac Arrest Victims](#)

**Do you have a new AED?**

State law requires that the EMS Agency be notified when an AED is placed.

• [How to Register Your New AED](#)

[Notify the EMS agency about your AED](#)

**My AED is already registered.**

I would like to [update my information](#).

**EMS**

Prehospital Personnel  
Response Links  
Programs  
Documents  
EMCC & Other Committees  
Public Education  
CPR  
AED (Automated External Defibrillator)  
HeartSafe Community  
End-of-Life Care  
Act in Time  
Child Injury Prevention  
Safely Surrendered Baby  
Emergencies and Children with Special Needs  
About Us

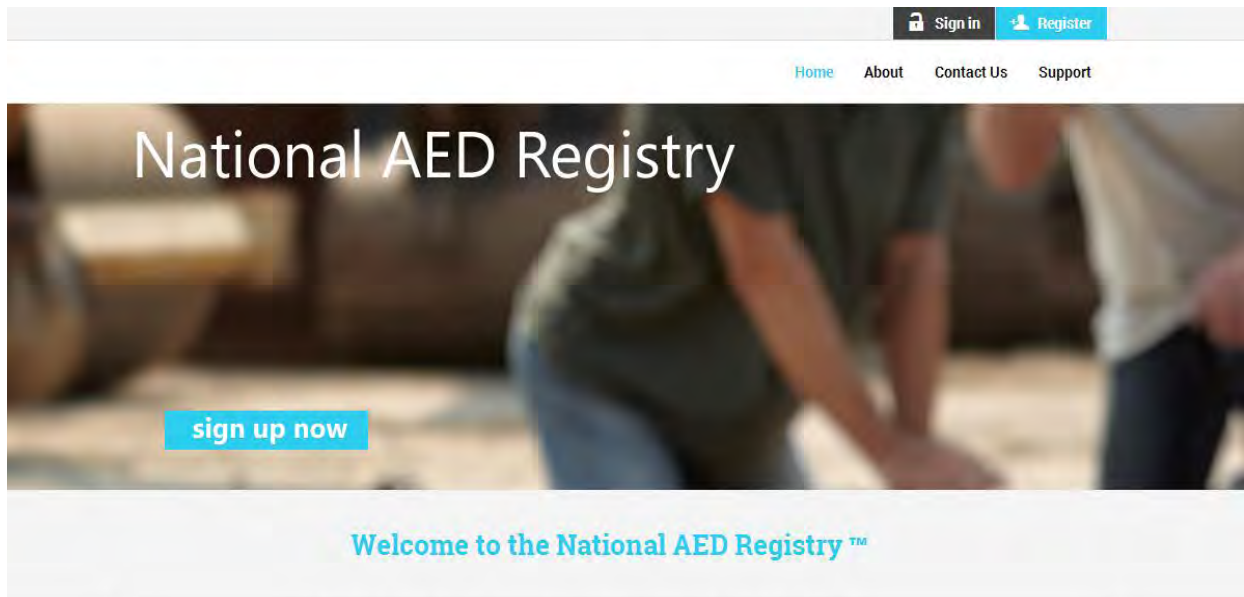
**Related Links**

[Medical Reserve Corps \(MRC\)](#)

**Popular Pages**

[Affordable Care Act](#)  
[HeartSafe Community](#)  
[SeniorHealth Plans](#)

You should be looking at a page that looks like the screen shot below.



### Free Benefits for Organizations with AEDs

Organizations registering AEDs get the following free benefits:

- Online management of AED location and maintenance information
- AED battery and electrode date expiration email reminders
- Faster AED notifications from manufacturer and government agencies
- AED and SCA awareness-building materials
- Ability to participate in the AED Link™ system, where available



#### Maintenance Emails

Receive friendly monthly reminders for you and your inspectors, to help you ensure your AEDs are up to date



#### Expiration Alerts

Timely alerts to let you know when your AED's battery or electrode is about to expire and needs to be replaced



#### Recall Alerts

We'll notify you when a recall alert is issued by the manufacturer, affecting the model of the AED registered



#### AED Link Participation

When you register your AED you have the option to make its location publicly available to emergency dispatchers



At the top of the opening page of the National AED Registry, there are two buttons - "Sign in" or "Register". There is also a "Sign up Now" button at the bottom of the picture.

If you have not registered your AED Program in the National AED Registry, click on the "Register" button at the top of the opening page or the "Sign up Now" button at the bottom of the picture.

Please follow along to complete registering in the National AED Registry.

IMPORTANT: PLEASE NOTE THAT THROUGHOUT THE WEBSITE THERE ARE REQUIRED FIELDS DENOTED BY (\*).

Please complete the page below, noting all required fields (\*) including the acceptance of terms and conditions



\* denotes required field

AED Coordinator Information	AED Coordinator Address
<p>* Name</p> <p>First Name <input type="text"/> Last Name <input type="text"/></p>	<p>* Program Name (Same as Organization <input type="checkbox"/>)</p> <p>Name of your AED Program <input type="text"/></p>
<p>* Email Address</p> <p><input type="text"/></p>	<p>* Address Line 1</p> <p>AED Coordinator Address <input type="text"/></p>
<p>* Organization</p> <p>Organization <input type="text"/></p>	<p>Address Line 2</p> <p>Address Line 2 <input type="text"/></p>
<p>Job Title</p> <p>Job Title <input type="text"/></p>	<p>* City</p> <p>City <input type="text"/></p>
<p>* Username</p> <p>Username <input type="text"/></p>	<p>* Country</p> <p>United States <input type="text"/></p>
<p>* Password</p> <p>Password <input type="text"/></p>	<p>* State/Province</p> <p>Alabama <input type="text"/></p>
<p>* Retype Password</p> <p>Confirm Password <input type="text"/></p>	<p>* Zip Code/Postal Code</p> <p>55555 <input type="text"/></p>
<p>* Coordinator's AED Training Program</p> <p><input type="text"/></p>	<p>* Primary Phone</p> <p>5557771234 <input type="text"/></p>
<p>* Date Training Program Completed (if no training program, leave date shown)</p> <p>05/29/2014 <input type="text"/></p>	<p><input type="checkbox"/> Text Message Enabled?</p> <p>Alternate Phone</p> <p>5557771234 <input type="text"/></p> <p><input type="checkbox"/> Text Message Enabled?</p>
<p><input type="checkbox"/> <a href="#">I accept the terms and conditions</a></p>	
<p><input type="button" value="Continue"/></p>	

Coordinator's AED Training Program: If AED Training is not mandatory, please click on the drop down arrow and highlight "n/a".

Date Training Program Completed: If Training Program is "n/a", then leave current date as shown.

Please don't forget to check the box to "accept the terms and conditions".

Next, you will be asked to add the locations at which AEDs are located for your Program.

Click on “Add New Location”.

Program Details | **Program Sites** | Site AEDs | Finish

Please describe each general location where AEDs are found throughout your organization. The location names you enter on this page should be fairly basic (e.g. Acme Cafe, Acme Corp 3rd Floor, Acme Corp Bldg C). Later on during the registration process, you will be asked to describe the precise physical placement location of each AED found throughout each site (e.g. behind reception desk, on wall in employee lunchroom, etc.).

Location	Address	City	State	Individuals Trained	
<b>Add New Location</b>					<a href="#">Continue</a>

\* denotes required field

We encourage you to refer to the Glossary tab for definitions and clarifications.

✓ Program Details
📍 Program Sites
❤️ Site AEDs
👍 Finish

Please describe each general location where AEDs are found throughout your organization. The location names you enter on this page should be fairly basic (e.g. Acme Cafe, Acme Corp 3rd Floor, Acme Corp Bldg C). Later on during the registration process, you will be asked to describe the precise physical placement location of each AED found throughout each site (e.g. behind reception desk, on wall in employee lunchroom, etc.).

Location	Address	City	State	Individuals Trained
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">➔ Continue</span>				

\* denotes required field

Location Information

Same as AED Coordinator Location

\* Location Name ?

\* Address

\* City

\* State/Province  
 ▼

\* Postal Code

Phone Number

\* Number of Individuals Currently Trained in CPR/AED Use  
 ▼

\* Address Verification  
 ▼ ?

➔ Add Location
⌂ Cancel

**Location Information:**

Please think of this in terms of a pyramid. At the top will be the name of the company. If there are multiple buildings that house AEDs, please be specific as to the building address and/or name. You will have an opportunity to be specific about the placement within the building on another screen.

Location1: XYZ Bank: Main Street Office

Location2: XYZ Bank: Downtown Branch

Location3: XYZ Bank: Uptown Branch

If it is a home, please use your given name for the residence. Do not just say "Home", but, for example "Steven Jones Residence". If a house of worship, please also use the city. For example, do not just say "ABC House of", but more specifically "ABC House of Worship – (city name)".



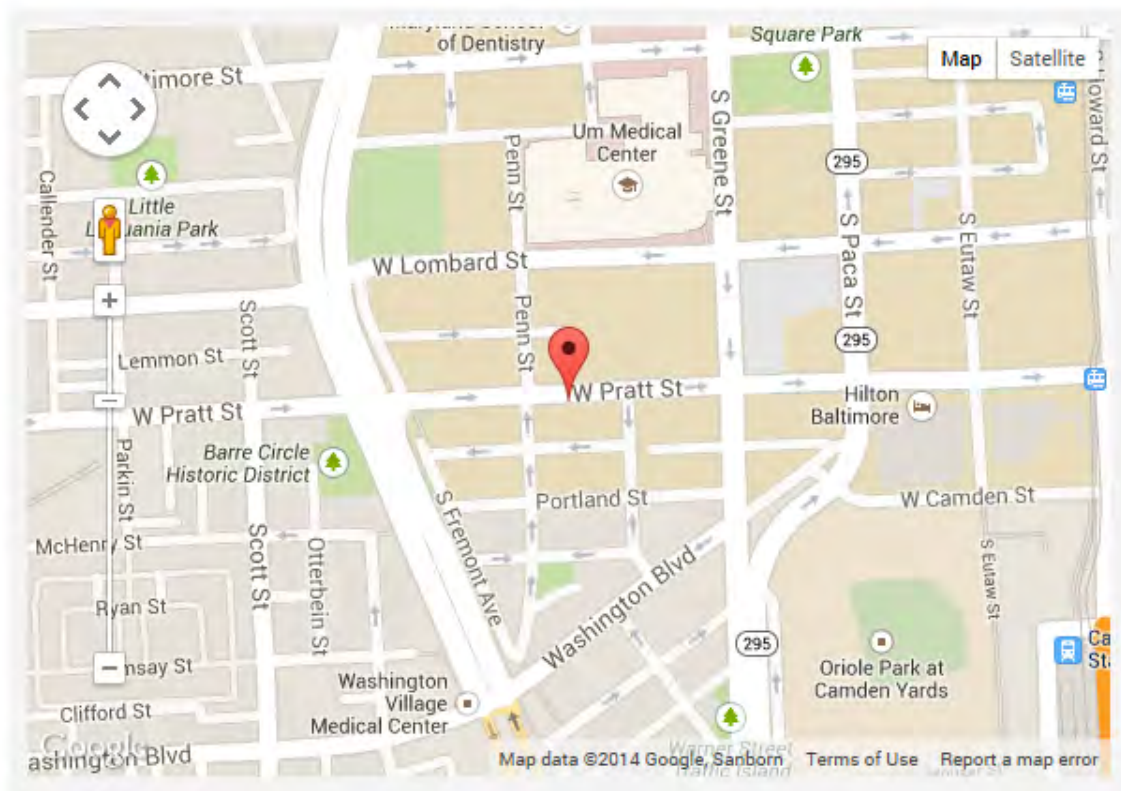
**A WORD ABOUT ADDRESS VERIFICATION**

Because the AED Registry is designed to inform EMS of the location of your device, it is important that the location be as accurate as possible. Often, mapping software will put your “map pin” in the street or other, perhaps distant, location.

Under “Address Verification”, please use the dropdown arrow “I’ll verify this address”

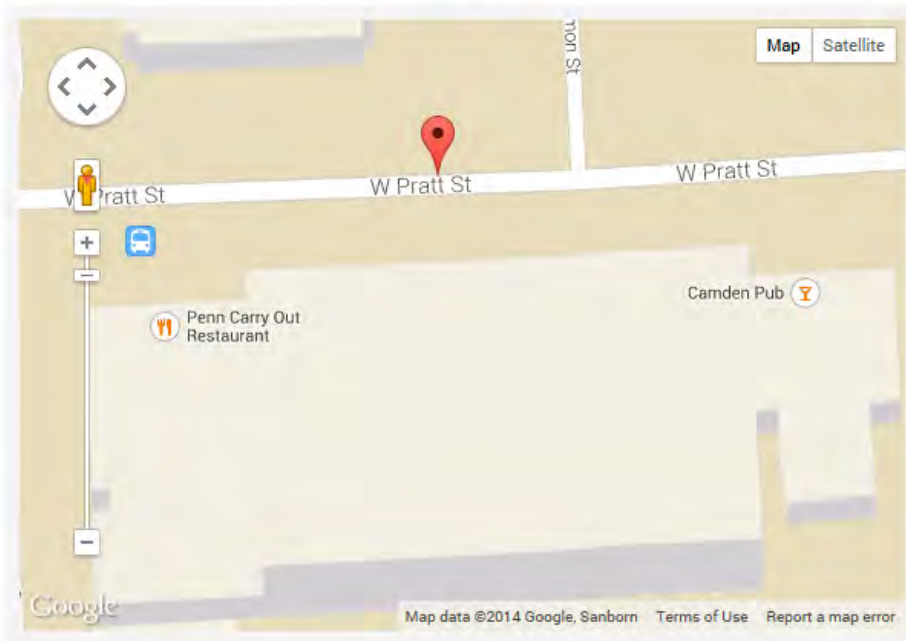
This will open up a map.

Please type in your address and click “find”.

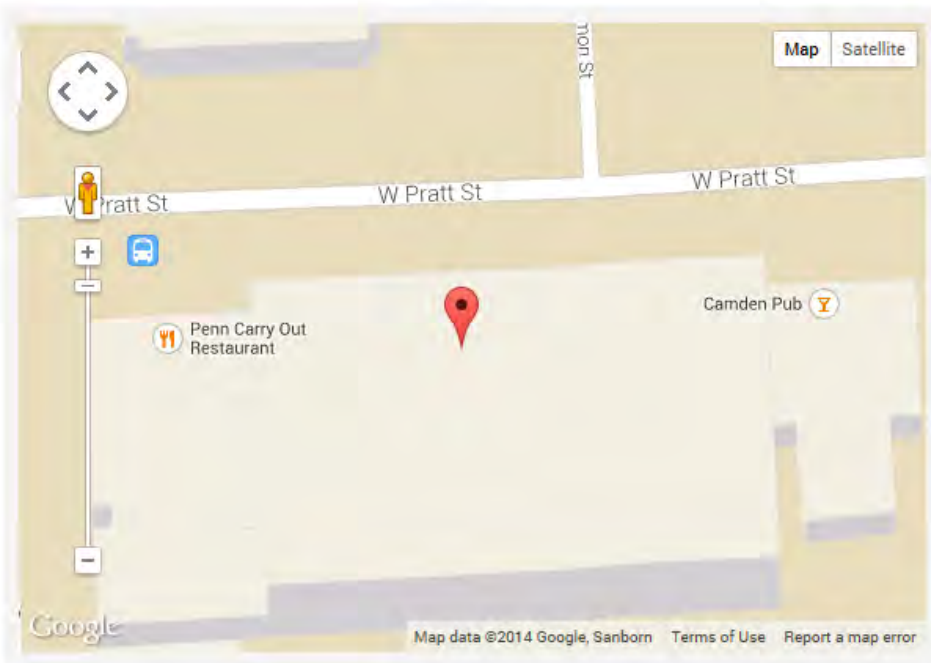
Zoom in as much as you can to see your location.

653 W Pratt St, Baltimore, MD, United Sta



Then drag and drop the map pin to the precise location. This will automatically put the most precise geo coordinates into the system.

653 W Pratt St, Baltimore, MD, United Sta





Click “Add New Location” when complete. The following screen will appear.

Please describe each general location where AEDs are found throughout your organization. The location names you enter on this page should be fairly basic (e.g. Acme Cafe, Acme Corp 3rd Floor, Acme Corp Bldg C). Later on during the registration process, you will be asked to describe the precise physical placement location of each AED found throughout each site (e.g. behind reception desk, on wall in employee lunchroom, etc.).

Location	Address	City	State	Individuals Trained	
Atrus Maryland Office	653 W. Pratt	Baltimore	MD	1	<a href="#">edit</a> <a href="#">delete</a>

**Add New Location** **Continue**

\* denotes required field

If you have an additional location(s), please add now by clicking “Add New Location”. When you are finished adding locations please click the blue “Continue” button.

You always have the ability to add additional locations in the future.

### **ADDING AEDS**

Here you will begin adding AEDs and assigning them to the locations that you have previously entered. **It would be most helpful to you to refer to “Appendix A” at the end of these instructions for the data fields required for completion.**

Begin by clicking “Add New AED”.

**Add Your AEDs**

Location	Serial Number	Address	City
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**Add New AED** **Continue**

\* denotes required field

## This is an example of the “Add New AED Page.”

**Atrus Registry Test**  
Add New AED

**\*Denotes required field**

**AED Details**

\*Manufacturer

\*AED Type/Model

\*Serial Number

Asset/Tag Number

Install Date (mm/dd/yyyy)

**AED Location**

Location

\*Placement Data is

Select this checkbox if the AED is stored in a vehicle or some other mobile unit

\*Site Description

\*Site Type

**Battery Information**

[Add New Battery](#)

*Red denotes expired battery*

Battery Model	Expiration Date	Installed?

**Electrode Information**

[Add New Electrode](#)

*Red denotes expired electrode*

Electrode Model	Expiration Date	Installed?

**Availability**

By making your AED "public", you will be enhancing your community's ability to respond to a victim of Sudden Cardiac Arrest. Time is the most critical variable in cardiac arrest survival. You or your company have recognized that by purchasing the AED, if your community subscribes to the AED Link™ system and a cardiac arrest occurs within 1,200 feet of your location, the 9-1-1 operator will be able to identify your location and direct someone to ask you or a designee to bring the AED to help save a life.

If your community subscribes to the AED Link™ system and you designate your AED "private", your AED will not be summoned by 9-1-1 in the event there is a cardiac arrest anywhere but at your location.

This AED is:

- Public: Available to be used both at this site and at nearby off-site locations
- Private: Available to be used at this site only

Schedule Type

- Available 24/7
- Simple Schedule
- Fully Customizable Schedule

**Responders**

(For communities with AED Link at the 911 center)  
Individuals who agree to respond to a victim of a nearby sudden cardiac arrest with their assigned AED to a call from the local 9-1-1 system. This request will only be made if the victim is within 1,200 feet of the location of the AED. It is not based on where you are at the moment. If you are unable to respond, you will have the opportunity to press a button on your phone to communicate that back to the 9-1-1 system.

Please note that there is no duty to respond and your good faith actions are covered by the Good Samaritan Laws.

[Add Responder](#)

Edit	First Name	Last Name	Phone Voice	Phone Text	Notification Type	CPR Exp. Date	AED Exp. Date	Certifying Org.	Notes	Delete
<a href="#">Save AED</a>										

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**ENTER THE AED INFORMATION IN THE ORDER LISTED BELOW**

AED Details:

1. Manufacturer
2. AED Type/Model
3. Serial Number
4. Asset/Tag Number
5. Install Date

The screenshot shows the 'Atrus Registry Test' form. At the top, there is a navigation bar with links for Registry Home, My Program Details, Sites, AEDs, Inspectors, Maintenance Log, Instructions, Glossary, and Help. Below the navigation bar, the form is divided into several sections:

- AED Details:** Includes fields for Manufacturer (dropdown), AED Type/Model (dropdown), Serial Number (text), Asset/Tag Number (text), and Install Date (mm/dd/yyyy) (text).
- AED Location:** Includes a Location (dropdown), Placement Details (text area), a checkbox for 'Select this checkbox if the AED is stored in a vehicle or some other mobile unit', Site Description (dropdown), and Site Type (dropdown).
- Battery Information:** Includes an 'Add New Battery' button and a table with columns for Battery Model, Expiration Date, and Installed?.
- Electrode Information:** Includes an 'Add New Electrode' button and a table with columns for Electrode Model, Expiration Date, and Installed?.

Battery and Electrode Information and Expiration Dates: Please do not forget to check the “Is Installed” box in the popup box

AED Location: The location(s) you entered will be available when you click on the drop down arrow

Placement Details: This is the actual place where the AED is located. Please enter as much specific placement details as you can. For example - Inside the front door on the east wall next to the elevator. Try to picture a 911 or EMS Operator telling you where to find the AED as quickly as possible. If you are responding to a sudden cardiac arrest time is the most critical variable in cardiac arrest survival

Mobile AED: Please select the checkbox if your AED is in a vehicle or some other mobile unit

Site Description: Please choose the site description that best matches your site from the drop down menu.

Site Type: Please choose the site type that best matches your site from the drop down menu.

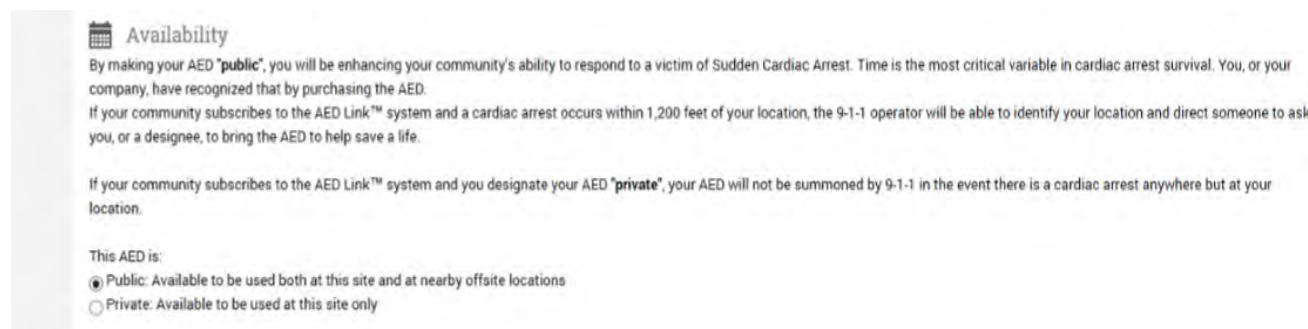
**Now add the AED's Availability:**

By making your AED "**public**", you will be enhancing your community's ability to respond to a victim of Sudden Cardiac Arrest. Time is the most critical variable in cardiac arrest survival. You, or your company, have recognized that by purchasing the AED.

If your community subscribes to the AED Link™ system and a cardiac arrest occurs within 1,200 feet of your location, the 9-1-1 operator will be able to identify your location and direct someone to ask you, or a designee, to bring the AED to help save a life.

**Good Samaritan laws protect users and responders. Owners are also protected as long as the device is maintained in accordance with manufacturer's specifications. This registry will support you in keeping your AED's electrodes and batteries current as a requirement of the Good Samaritan laws. Please check with your local laws for specific information.**

If your community subscribes to the AED Link™ system and you designate your AED "**private**", your AED will not be summoned by 9-1-1 in the event there is a cardiac arrest anywhere but at your location.



**Schedule Type**

This provides EMS and the 9-1-1 system with the knowledge as to the days/times that the AED would be available if needed. Please mark as appropriate and follow the prompts.

**RESPONDERS** (For communities with AED Link at the 911 center: see Appendix B)

If your AED "Availability" is "Public", Responders are individuals who agree to respond to a call from the local 9-1-1 system to assist a victim of a nearby sudden cardiac arrest with their assigned AED. This request will only be made if the victim is within 1,200 feet of the location of the AED. It is not based on where you are at the moment. If you are unable to respond, you will have the opportunity to press a button on your phone to communicate that back to the 9-1-1 system.

Please note that there is no duty to respond and your good faith actions are covered by the Good Samaritan Laws.


If your AED "Availability" is "Private", the Responder will only be summoned for an SCA emergency within your own address. This can be an important enhancement to your Program's AED response plan.

## Responders


(For communities with AED Link at the 911 center)

Individuals who agree to respond to a victim of a nearby sudden cardiac arrest with their assigned AED to a call from the local 9-1-1 system. This request will only be made if the victim is within 1,200 feet of the location of the AED. It is not based on where you are at the moment. If you are unable to respond, you will have the opportunity to press a button on your phone to communicate that back to the 9-1-1 system.

Please note that there is no duty to respond and your good faith actions are covered by the Good Samaritan Laws.

 Add Responder

Edit	First Name	Last Name	Phone Voice	Phone Text	Notification Type	CPR Exp. Date	AED Exp. Date	Certifying Org.	Notes	Delete
------	------------	-----------	-------------	------------	-------------------	---------------	---------------	-----------------	-------	--------

To add a responder, click  Add Responder

New Responder for this AED X

First Name

Last Name

Notification Types  
Voice and Text message ▼

Phone Number for Voice Calls  
i.e. 1235551234

Phone Number for Text Messages  
i.e. 1235551234

Date CPR Certification Expires  
mm/dd/yyyy

Date AED Certification Expires  
mm/dd/yyyy

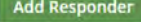
---

Date CPR Certification Expires  
mm/dd/yyyy

Date AED Certification Expires  
mm/dd/yyyy

Certifying Organization  
▼

Notes

When you have completed this screen, click 

After adding all these items click:



Please note: Any time information that relates to an AED in your program changes, i.e. new batteries and/or new electrode pads are installed please be sure to change that data in the Registry.

If you have already registered your AED Program in the AED Registry, log in by clicking the “Sign in” button.

On the next screen “Sign in”, enter the Username or Email address and password you set up when you registered.

You should now be looking at your AED Program Home page. Registry Home provides you with a snapshot view of the AEDs in your Program.

### Sample of AED Program Home Page

The screenshot displays the Atrus Registry Test interface. At the top, there are several key metrics: a Readiness Score of 93%, 7 Registered AEDs, 1 Review Maintenance Issue, and 12 Total Responders. Below these metrics is a navigation bar with 'AED List' and 'View Map' options. The main section is titled 'My AED's' and includes an 'Add New AED' button. A table lists the following AEDs:

Edit	Serial Number	Asset Tag #	Site	Placement	Site Description	Manufacturer	Model	Battery Expiration Date	Electrode Expiration Date	Total Inspectors	Total Responders
	<a href="#">AED00912173</a>		<a href="#">Atrus Test Site</a> 902 SW 9th Avenue Portland, OR 97204	On wall at receptionist desk	Residential - Condominium	Zoll Medical	ZOLL AED Plus	01/01/2017	05/30/2014	1	3
	<a href="#">AED12456</a>		<a href="#">HeadStart Center</a> 555 S.W. Oak Street Portland, OR 97204	Back wall between restrooms	Public Building - Restaurant/Bar	Philips Medical Systems	Philips HeartStart OnSite (Model MS0884)	01/01/2016	01/01/2016	1	3
	<a href="#">AED079134</a>		<a href="#">Vince's Test Site</a> 219 Southwest 6th Avenue Portland, OR 97205	Under the cash register	Residential - Condominium	Physio Control/Medtronic	LIFEPAK 500	12/31/2014	03/01/2016	0	1
	<a href="#">AED#123</a>		<a href="#">Steady's Works</a> 24 NW Broadway Portland, OR 97209	In the box office	Residential - Condominium	Defibach	Defibach LifeLine AED (Model ODU-1004)	03/24/2015	12/31/2013	0	0
	<a href="#">AED00000</a>		<a href="#">Fredrick, County PS37</a> 5370 Public Safety Place Fredrick, MD 21704	1st floor lobby across from elevator	Public Building - Government Administration	Physio Control/Medtronic	LIFEPAK OR Plus - Semi Automatic	10/30/2015	10/31/2015	0	1
	<a href="#">AED1234</a>		<a href="#">Trenton Agency #1 (Liggett Hall)</a> 3200 Village Walk Cir. Naples, FL 34109	At receptionist desk	Public Building - Business/Industrial Place and Premise	Zoll Medical	ZOLL AED Plus	08/31/2014	09/29/2014	0	1
	<a href="#">AED1235</a>		<a href="#">City of Cincinnati Administration Services</a> 2000 MetroBldg Cincinnati, OH 45204	Inside front doors at the security desk	Public Building - Government Administration	Zoll Medical	ZOLL AED Plus	08/31/2014	09/01/2014	0	3

Your “Readiness Score” is a percentage of electrodes and batteries that are NOT expired. Anything less than 100% “Ready” means that you must take action to replace a battery and/or electrode pad. If Batteries and/or Electrode Pads have expired, the date will be in “red” with a triangle preceding it.

If you haven’t added Inspectors or Responders to your AED Program you will see a “red” triangle and “red 0” in those columns.

To examine your AED Program’s maintenance issues you can click on “Review Maintenance Issues” or on the “Maintenance Log” tab at the top of the screen.

See the next section about adding inspectors.



## INSPECTORS

The most important part of having an AED is to make sure that it is ready to use when a cardiac emergency happens. That means making sure the battery is working and the electrode pads have not gone past their expiration date. Because they dry out after their expiration dates, the electrode pads have to be replaced periodically based on manufacture's recommendations. Failure to do so can void your protection from the Good Samaritan laws.

Inspectors will be responsible for the inspection, maintenance and servicing of AEDs they are assigned to by the AED Program Coordinator. When the AED Coordinator invites them to participate as an Inspector for their AED Program, they will create an account in the AED Registry. Once they have completed that process, they will be able to view their assigned AEDs and update the expiration dates for batteries and electrode pads. They will receive monthly reminder emails to inspect the AEDs and emails to notify them when either a battery and/or electrode pad is approaching its expiration date.

To begin, click on the inspector tab and then "Invite New Inspector". This will open the page like below:

Simply enter your inspector's email address, first and last name and any custom message you want to include. Then check the box (or boxes) of the AED Locations for which you want them to be an inspector.

**Atrus Registry Test**  
Invite New AED Inspector

**\*denotes required field**  
Complete the form below to invite an AED Inspector to be part of your AED response program. Invited AED Inspectors will receive an email with a special link to the AED Registry registration site. As part of the registration process, the AED Inspector will see the AED(s) you have assigned to them, and either accept the assignment at that point or contact you with any questions or concerns. After they register, you will be able to view their profile from the "View all AED Inspectors" page.

\*Email Address

\*First Name

\*Last Name

\*Message (modify to your satisfaction)

\*Select at least one AED you would like this inspector to monitor:

Location	Placement	Inspector?
<input type="checkbox"/> Abus Test Site	On wall at receptionist desk	Yes
<input type="checkbox"/> BackStar's Coffee	Back wall between restrooms	Yes
<input type="checkbox"/> Little Bird Cafe	Under the cash register	No
<input type="checkbox"/> Brody Theatre	In the box office	No
<input type="checkbox"/> Frederick County PSTF	1st floor lobby across from elevator	No
<input type="checkbox"/> Travel Agency at Village Walk	At receptionist desk	No
<input type="checkbox"/> City of Chocomaet Administrative Services	Inside front doors at the security desk	No

The inspector will receive an email invite from the Program Manager and then be asked to register as an inspector and then confirm that registration when they receive an email requesting them to do that.

## Changing Inspectors

The screenshot shows the 'Atrus Registry Test' interface. At the top, there is a title 'Atrus Registry Test' and a sub-tab 'Inspectors'. Below this is a blue button labeled 'Invite New Inspector'. The main content area displays a list of five sites, each with its address and a 'view site' link. The first two sites, 'Atrus Test Site' and 'BuckStar's Coffee', have assigned inspectors listed below them. The remaining three sites, 'Little Bird Cafe', 'Brody Theatre', and 'Frederick County PSTF', show 'No Inspectors Assigned to this site' and a 'Select Inspector' button.

**Atrus Registry Test**  
Inspectors

[Invite New Inspector](#)

**Atrus Test Site**  
302 SW 6th Avenue  
Portland, OR 97204 [view site](#)

**Atrus Salesperson**  
[sales1@atrusinc.com](mailto:sales1@atrusinc.com)  
4107064740

**BuckStar's Coffee**  
555 S.W. Oak Street  
Portland, OR 97204 [view site](#)

**Atrus Sales**  
[sales@atrusinc.com](mailto:sales@atrusinc.com)  
5612393487

**Little Bird Cafe**  
219 Southwest 6th Avenue  
Portland, OR 97205 [view site](#)

No Inspectors Assigned to this site  
[Select Inspector](#)

**Brody Theatre**  
24 NW Broadway  
Portland, OR 75209 [view site](#)

No Inspectors Assigned to this site  
[Select Inspector](#)

**Frederick County PSTF**  
5370 Public Safety Place  
Frederick, MD 21704 [view site](#)

No Inspectors Assigned to this site  
[Select Inspector](#)

Click on the inspectors tab and select: "Inspector List" (shown here).

Then find the location for that inspector and click on the hyperlink for their name.

This will open up a page showing all AEDs, and the assigned AED will have a "✓". Unclick, or clear, the "✓" by clicking on it.

**Update Assignments**

Next, click on and this will remove that inspector. To add a new inspector to an AED, please go through the "invite new inspector" process.

## Maintenance Log

There are three elements to the Maintenance Log: Open Issues, Upcoming Maintenance, and Closed Issues.

**Open Issues:** These are items which are currently expired and need immediate attention by changing the expired items. **Please note that, in order for your reminders to work properly, you'll need to update the expiration dates once the item has been changed.**

**Upcoming Maintenance:** To help you keep on top of supplies, we provide you with a list of items that are going to expire in the next 90 days.

**Closed Issues:** This gives you a digital audit trail of the changes that have been made to an AED. Once you have changed a date for an expired item, that item and the dates changed will appear here.

The screenshot displays the 'Atrus Registry Test Maintenance Log' interface. It is divided into three main sections: 'Open Issues', 'Upcoming Maintenance', and 'Closed Issues'. Each section includes a search bar, a 'records per page' dropdown (set to 10), and a table of records.

**Open Issues**

Type	Site Name	Serial Number	Expiration Date	Inspector
Expired Electrode	Body Theatre	<a href="#">AED0111</a>	12/31/2013	No Inspector! <a href="#">Add Inspector</a>

Showing 1 to 1 of 1 entries

**Upcoming Maintenance**

Type	Site Name	Serial Number	Expiration Date	Inspector
Electrode Expiration	Atrus Test Site	<a href="#">3038514122</a>	9/30/2014	Atrus Salesperson

Showing 1 to 1 of 1 entries

**Closed Issues**

Resolved	Type	Site Name	Serial Number	Resolved By
9/14/2014	Expired Battery	Body Theatre	<a href="#">AED0111</a>	Ellias Frash
4/29/2014	Expired Electrode	Frederick County PSTF	<a href="#">PST11910</a>	No Inspector Assigned
4/29/2014	Expired Electrode	Frederick County PSTF	<a href="#">PST11910</a>	No Inspector Assigned
4/29/2014	Expired Electrode	Frederick County PSTF	<a href="#">PST11910</a>	No Inspector Assigned
4/29/2014	Expired Electrode	Frederick Co	<a href="#">PST11910</a>	No Inspector Assigned

## Appendix A – AED data fields required

AED Information Requirements			
AED Location Name	Required	Description Name of the location	Example Peet's Coffee Shop — Lake Oswego
AED Street Address 1	Required	Address of the AED installation	345 First Street
AED Street Address 2	Optional		Suite #111
AED City	Required		Lake Oswego
AED State/Province	Required		OR
AED Postal Code	Required		97034
AED Country Code	Required	ISO country code of the AED installation address	US
AED Placement	Required	A description of where the AED can be found at the installation site (e.g. "by the front door, on the north wall"). Hint: if you were going to direct someone to go get it, what would you tell them?	Behind the counter, next to the cash register
AED Serial Number	Required	The serial number of the AED that was assigned by the manufacturer	55988776
AED Manufacturer	Required	The name of the AED manufacturer	Medtronic
AED Model	Required	Manufacturer model number and/or name	LifePak 500
AED Date Installed	Optional	Date the AED was placed into service (mm/dd/yyyy)	5/1/2003
AED Asset Tag Number	Optional	Site-specific asset or inventory tracking number (not used by Atrus)	FA331877433
Battery Model	Required	Model number or name of the battery	11141-000069
Battery Expiration Date	Required		3/1/2008
Electrode Model	Required	Model number or name of the electrode (s)	11996-000017
Electrode Expiration Date	Required		10/1/2010

## **Appendix B – Communities participating in AED Link**

As of 6/1/2014

Allina Health EMS, Minnesota

Cayman Islands

City of Louisville, KY

City of Orlando, FL

Collier County, FL EMS

Contra Costa County, FL

Ft. Wayne, IN

Hennepin County (Minneapolis), MN

Hot Springs, AR

Jefferson County, KY

Norwood, OH

Orange County, Florida

Regina Qu-Appelle Health Region, Saskatchewan, Canada

Richmond, CA

San Ramon Valley, CA

Sandy Springs, GA

Stillwater, OK

Texarkana, TX

Winter Park, FL